

DEPARTMENT OF HUMAN SERVICES

DONALD E. DUDLEY
Director



100 East California Ave.
Bakersfield, CA 93302
P.O. Box 511
Bakersfield, CA 93302
TTY Relay: 1-800-735-2929

January 16, 1998

Diane Just
Regional Advisor
California Department of Social Services
744 P. Street
Sacramento, California 95814

Dear Diane:

The purpose of this letter is to attach amendments to our Kern County CalWORKs plan as discussed with Glenn Basconcillo of my staff last week.

Attached you will find amendments to Section e, Page 17 on Substance Abuse, Section g, Page 20 & 21 on Child Care, Section h, Page 23 on Community Service, Section i, Page 24 on Domestic Violence, and Section p, Page 32 on Compliance.

I hope these amendments satisfy the certification criteria. If you have any questions, please contact myself at (805)-631-6136 or Glenn Basconcillo (805)631-6517.

Sincerely,

A handwritten signature in black ink, appearing to read "John Nilon", is written over the typed name.

John Nilon
Assistant Director
Employment and Financial Services Bureau

Fax

To: Diane Just
Of: CDSS
Fax: (916) 654-1295
Phone: (916) 657-1881
Pages: 8, including this cover sheet.
Date: January 21, 1998

Attached are the original amendments to our CalWORKs plan.

Additionally, the current grievance procedures currently in place in the GAIN program will continue to operate.

If you have any questions, please let me know.

From the desk of...

Glenn Basconillo
Program Director
Kern County Department of Human Services
P.O. Box 511
Bakersfield, CA 93302
(805) 631-6517

K. Grievance Procedures for Greater Avenues for Independence (GAIN) Program

Section 11320.65 of the Welfare and Institutions Code makes provision for the review of complaints by participants in the Greater Avenues for Independence (GAIN) Program related to any program requirement or assignment considered by the participant to be in violation of his/her contract with the Kern County Welfare Department or inconsistent with the provisions of the GAIN Act of 1985.

I. Definitions

- A. Grievance - A complaint or expression of dissatisfaction about requirements of the GAIN program or assignment to one or more of the GAIN program components as required by the participants contract with the Kern County Welfare Department.
- B. Participant - A person who is registered for and participating in the GAIN program. This person may be either an applicant or recipient of AFDC.
- C. Grievance Review Board - A person or panel designated by the Welfare Director to conduct the grievance review and render a recommended decision to the Director.
 - 1. The review officer or panel need not be employed by the agency, but shall be:
 - a. Person(s) not involved in the action complained of;
 - b. Person(s) not directly in the chain of supervision of any of the persons involved in the action complained of, with the exception of the Director or Assistant Director; and
 - c. Person(s) knowledgeable in the field and capable of objectively reviewing the action complained of.
 - 2. For the Kern County Welfare Department, the member(s) of the Grievance Review Board shall be the department appeals officer, a member of his staff, or such other person(s) designated by the Director.
- D. Parties to the Grievance Review - GAIN-participant requesting the review and a representative of the Kern County Welfare Department responsible for the action complained of.
- E. The Representative - An individual, including an attorney-at-law, relative, friend, or other person authorized by the complainant or by the Welfare Department to act for and represent a party to the review in any and all aspects of the hearing.

II. Restrictions

No review under this review procedure shall be granted for the following issues:

- A. The development of an employment plan, including an assessment of the needs and skills of the participant.
- B. The amendment of the basic contract between the participant and the KCWD.

III. Procedures for Requesting Review

- A. Any request for review shall be filed in the form of a written statement signed by the complainant.
 - 1. A Grievance Review Request, shall be completed by the participant. When completed, it shall be sent to the address provided on the form.
 - 2. The Welfare Department shall assist in preparation of the complaint if such assistance is requested or needed by the complainant.
 - 3. The Welfare Department shall provide a copy of the grievance procedure to complainants.
- B. The request for review shall set forth the facts which the complainant believes provide a basis for reversal of the Departments action(s).
- C. A request must be filed within ten (10) calendar days after the action complained of.

IV. Right to Grievance Review

The Department shall explain the right to a grievance review to participants as follows:

- A. During the orientation/registration interview.
- B. Each time the Basic Contract between the participant and the Department undergoes an amendment.

V. Scheduling and Notification of the Review

- A. Scheduling - The review shall be held within ten (10) working days from the date the written request for review is received by the Department.
- B. Notification - Written notice of the date, time, and place for the review shall be mailed so as to be received by all parties not less than five (5) calendar days prior to the hearing.

VI. Conducting the Review

- A. All reviews shall be conducted by the designated review board and insofar as feasible, in a nonadversary atmosphere.
- B. All parties and representatives shall be permitted to examine all evidence introduced by parties to the review.
- C. The parties and their representatives, and witnesses, while testifying, shall be the only authorized persons present at the review. The review board shall exclude unauthorized persons from the review unless all parties, including the review board, agree to their presence.
- D. All testimony shall be given under oath or affirmation.

- E. Testimony shall be recorded by audio tape recorder or other means capable of reproduction or transcription. The record of the review shall be retained for one year from the date of the decision.
- F. All documents and physical evidence which are accepted as evidence at the review shall be retained as part of the review record.
- G. If additional evidence or witnesses are necessary for the proper determination of the issue, the review board may continue the review for a period not to exceed ten (10) calendar days.

VII. Review Decision

- A. Within five (5) calendar days after the review hearing has been completed, the review board shall render a written recommended decision to the Director and the Director shall issue a written decision.
- B. The decision shall be based only upon the evidence, both written and oral, presented at the hearing.
- C. The Director's decision shall contain a summary statement of the facts, the issues involved, findings, the basis for the decision, an order setting forth the decision and an explanation of the complainants further appeal rights.
- D. A copy of the Director's written decision shall be sent to:
 - 1. Each party to the review.
 - 2. Every representative of each party to the review.

KERN COUNTY

CalWORKs PLAN

DATE SUBMITTED

**KERN COUNTY DEPARTMENT OF HUMAN SERVICES
DONALD E. DUDLEY
DIRECTOR**

This plan is submitted pursuant to Section 10531 of the Welfare and Institutions Code required by The Welfare to Work Act of 1997, AB 1542.

EXECUTIVE SUMMARY

Briefly describe the CalWORKs program of the county. Include:

- (1) A listing of the major program goals and objectives; and**
- (2) A brief description of the major program elements which will contribute to those goals and objectives.**

(Each of these elements should be on separate pages to facilitate the review process.)

Section 10531 of the Welfare and Institutions Code (WIC) requires each county to develop a plan that is consistent with state law and describes the full range of services available to move CalWORKs applicants and recipients from welfare-to-work. Subsections (a) through (g) set forth specific plan requirements which are addressed below. The CalWORKs plan should not duplicate the planning processes which have already occurred within the county, rather it should incorporate other planning efforts where appropriate.

PROGRAM GOALS

Kern County has established the major program goal and the objectives to guide the development and implementation of the Kern County CalWORKs plan.

The Kern County Department of Human Services' Mission and the CalWORKs goal is to improve the quality of life in our community through strengthening families, protecting vulnerable children and adults, and promoting client self-sufficiency by focusing on employment.

To meet the goal the following objectives/principles have been established and will be followed:

- Vigorously assist clients in quickly finding long-term, unaided employment.
- Expeditiously transition clients to self-sufficiency through employment.
- Provide holistic family specific, integrated services.
- Be jointly responsible with the client for the prudent management of client time limited eligibility.

- Clients are responsible for their future. The Department is responsible to provide appropriate services:
 - Services including work related activities will be established for each client with the sole objective of quickly obtaining unaided employment.
 - Clients are expected to complete their work related activities with maximum effort.
- Establish a business friendly employment service delivery model.
- Fraud will be identified and will not be tolerated.
- Quality customer services are to be provided in a fair and positive manner.
- Fully collaborate with relevant service providers.
- Efficiently establish client eligibility.
- Community awareness and partnerships are key in the successful design and implementation of CalWORKs.

PROGRAM ELEMENTS:

Community Partnerships:

Kern County believes that community awareness and participation is critical to the success of CalWORKs, to that end Kern County is involved in discussion with all interested agencies, organizations, employers, and individuals in development of the CalWORKs program.

The Department of Human Services is directly involved in the following collaborative partnerships related to CalWORKs implementation:

- **Business Advisory Team**
A partnership of business leaders representing the diversity of labor within the county. The team provides support, assistance, and guidance for the Department and other partners in strategizing implementation of CalWORKs
- **Kern County Network for Children Welfare Reform Task Force**
A partnership consisting of service providers for children.
- **Faith Community Focus Group**
A partnership consisting of members of the faith community.
- **Non-Profit Focus Group**
A partnership consisting of members of welfare related non-profit organizations.
- **Transportation Task Force**
A partnership consisting of members of the transportation community.
- **Child Care Task Force**
A partnership consisting of members of the child care community.
- **Education and Training Focus Group**
A partnership consisting of members of the educational and training community.
- **Mental Health and Treatment Services Providers**
A partnership with the Kern County Mental Health Department and its system of care.
- **Kern County Welfare Reform Advocacy Project**
A partnership consisting of members of the consumer, advocate, and service provider community.

- **Recipient/Advocate Task Force**
A partnership consisting of members of the recipient and advocate community.
- **Welfare to Work Network**
A partnership of agencies with Welfare to Work funding led by the County Administrative Office.
- **Economic Development Advisory Team**
A partnership of County, other government, and community non-profit agencies.
- **Health Department and Medi-Cal Providers**
A partnership consisting of agencies and providers of medical care.
- **The District Attorney Family Support/Department of Human Services Task Force**
A partnership consisting of staff of the above agencies.

Service Delivery

Successful implementation of CalWORKs will be based on the type of service delivery system used. To that end, The Department of Human Services has developed a service delivery consumer flow that emphasizes the following components:

Outcomes

- Expedient transition to unaided employment.
- Provision of comprehensive family services.
- Prudent management of client time-limited eligibility.
- Efficient eligibility determination.

Principles

- Early identification of CalWORKs versus non-CalWORKs clients.
- Early screening of client needs by identifying and understanding employment barriers, designing appropriate welfare to work activities, and providing extensive case management services that will include a thorough evaluation of a recipient's potential for achieving employment, identifying all social, vocational, and educational barriers to employment, making the appropriate referrals to community providers, and monitoring of the recipient's welfare-to-work plan.
- Extensive use of community referral resources/services that meet the client's needs throughout the service delivery process.
- Timely and accurate determination of eligibility.
- Extensive use of diversion and prevention services, in order to avoid the need for extended assistance. These services would consist of lump sum payments or services with the intent to overcome a barrier to employment so as to avoid the need for aid.
- Continued case management of the CalWORKs population exempt from the work participation requirements.
- Full development and use of all welfare-to-work related activities available in each community (refer to page 13 and 14 for detail definition).
- Full use of post CalWORKs retention services. These services would consist of

financial and mentoring services to clients and employers to assist in maintaining employment.

Key Changes in Service Delivery

- Emphasis on resolving issues through a service referral process.
- Emphasis on understanding employment barriers, designing appropriate welfare to work activities, and providing comprehensive case management services.
- Extensive use of Diversion and Retention Services.
- Collaboration with community partners for success.

(a) COLLABORATION WITH PUBLIC AND PRIVATE AGENCIES TO PROVIDE TRAINING AND SUPPORTIVE SERVICES

Briefly describe how the county will work with other public and private agencies to provide necessary training and support services. This section should include, at a minimum, a list of the necessary training and support services and the public and/or private agencies which will provide those services. [References: Education Code Section 10200 and WIC Section 10531(a)]

Does your county have a Refugee Employment Services Plan?

☐ YES ☒ NO

☐ If so, please certify that welfare-to-work activities will be coordinated with the County Refugee Services Plan.

The Department of Human Services is committed to the provision of CalWORKs services through collaboration and partnerships with public and private agencies. Our commitment is demonstrated through the current partnerships and collaborative activities with other community providers.

The Department is participating with the following partners in the development of services:

Educational Services

Bakersfield Adult School
Bakersfield College
Cerro Coso College
Delano Adult School
Employers' Training Resource
Kern Adult Literacy Council
Kern County Regional Occupational Program
Kern County Superintendent of Schools Office
Kern High School District
McFarland Adult Education
Mojave Adult Education
North Kern Regional Occupational Program
San Joaquin Valley College
Santa Barbara Business College
Sierra Sands Adult School

Southern Kern Adult School
Taft Adult Education
Taft College
Tehachapi Adult Education
Wasco Adult Education
Westside Regional Occupational Program
Westec
University of California Cooperative Extension

Training Services:

Bakersfield Adult School
Bakersfield College
Bakersfield Regional Occupational Program
Cerro Coso College
Delano Adult School
Employers' Training Resource
Housing Authority of Kern County
Kern County Regional Occupational Program
Kern County Superintendent of Schools Office
Kern High School District Regional Occupational Center
McFarland Adult Education
Mexican American Opportunity Foundation
Mojave Adult Education
North Kern Vocational Training Center
Proteus
San Joaquin Valley College
Santa Barbara Business College
Sierra Sands Adult School
Southern Kern Adult School
Taft Adult Education
Taft College
Tehachapi Adult Education
Vocational Rehabilitation
Wasco Adult Education
Westside Regional Occupational Program
Westec

Child Care Services

Bakersfield College
Cerro Coso College
Community Connection for Child Care
Exempt Providers
Faith-Based Organizations

Kern County Commission on Child Care
Licensed Providers
Non-Profit Organizations
Taft College

Transportation Services:

Bakersfield College
CalTrans
City of Taft
Community Connection for Child Care
Educational Institutions
Employers' Training Resource
Golden Empire Transit
Housing Authority of Kern County
Independent Living Center of Kern County
Kern Council of Governments
Kern Regional Transit
Lamont/Arvin Neighborhood Partnership
Local Transportation providers

Mental Health Services

Kern County Mental Health Department, Mental Health System of Care
Kern County Mental Health System of Care Providers

Substance Abuse Services

Kern County Mental Health Department - Alcohol and Drug System of Care
Kern County Alcohol and Drug Treatment System of Care Providers

Domestic Violence Services

Kern County Alliance on Family Violence
Kern County Department of Human Services - Child Welfare Services
Kern County District Attorney's Office
Kern County Sheriffs Department
Local Law Enforcement Agencies

Safety Net Support Services

Alliance Against Family Violence and Sexual Assault
Bakersfield Rescue Mission
Bethany Services
Cain AME Church
Catholic Social Services
Catholic Charities
Chester Avenue Baptist Church

Church of Christ
Clinica Sierra Vista
Community Services Organization
Desert Counseling, Vistacare
Ebony Counseling Center
Emmanuel Lutheran Church
First Assembly of God - Bakersfield
First Landmark Missionary Baptist Church
First Southern Baptist
Friendship House Community Center
Fruitvale Community Church
Golden Empire Gleaners
Good Shepard Church- Tehachapi
Goodwill Industries of Southern Central California
Grace Christian Center
Iglesia Nueva Esperanza
Independent Living Center of Kern County
Kern County Food Bank
Kern Adult Literacy Council
Kern County Economic Development Corporation
Kern County Baptist Association
Love Inc. of Greater Bakersfield
Muslim Center
People's Missionary Baptist Church
Restoration Community Project, Inc.
Rosedale Christian Center
Salvation Army
Southwest Christian Church
St. Joseph's Church
St. Francis Thrift Store - Wofford Heights
St. Peter's Missionary Baptist Church
United Way of Kern County
Valley Bible Fellowship
Valley Bible Baptist

(b) PARTNERSHIPS WITH THE PRIVATE SECTOR TO IDENTIFY JOBS

Describe the county's partnerships with the private sector, including employers, employer associations, the faith community, and central labor councils, and how those partnerships will identify jobs for CalWORKs program recipients. [Reference: WIC Section 10531(b)]

The Kern County Department of Human Services has maintained a positive connection to the private sector throughout the operation of its GAIN program. The Department has strengthened this connection through the formation of the following partnerships with the private sector to identify jobs:

- **The Business Advisory Team (BAT)**

The BAT consists of employers in the county who have volunteered to provide advise, expertise, and guidance to the Department regarding placement, training, job creation, community awareness, economic development/job creation, and child care for CalWORKs recipients. The BAT has created focus groups in the areas of job creation and training, child care, privatization, community awareness, and regulatory relief to strategize solutions in those key areas of CalWORKs implementation.

- **One Stop Shop-Career Services Center**

A collaboration of employment services providers to integrate services into a comprehensive system for the achievement of employment outcomes.

- **Economic Development Advisory Team**

A Board of Supervisors sponsored team to review the County's economic development service providers and to make recommendations for improvement.

- **Kern County Private Industry Council**

- **Chambers of Commerce**

- **Labor Unions**

- **Job Fairs**

- **Economic Development Corporations**

- Individual Employers
- The Faith Community

Kern County will continue to develop its processes for partnering with the private sector to identify jobs. Additions and changes will be reported in an addendum to the plan.

(c) LOCAL LABOR MARKET NEEDS

Briefly describe other means the county will use to identify local labor market needs.
[Reference: WIC Section 10531(c)]

The Department of Human Services will utilize several instruments developed for measuring the labor market needs and demographics in the county. These include:

- California Employment Development Department

The Department will use all information available through the local offices of the Employment Development Department.

- Kern County Employers' Training Resource

The Occupational Outlook and Training Directory

- Local Community Colleges

Regional Economic Workforce Development Plan

- Kern County Economic Development Strategy

A comprehensive and complete statistical inventory of Kern County business characteristics.

- Kern County Private Industry Council
- Private Employers and Employment Agencies
- CalJOBS
- Newspapers
- Job Hotlines
- Job Lead Boards
- Employment Publications
- The Internet

(d) WELFARE-TO-WORK ACTIVITIES

Each county is expected to offer a range of services adequate to ensure that each participant has access to needed activities and services to assist him or her in seeking unsubsidized employment. [Reference: WIC Section 11322.7(a)] Pursuant to WIC Section 11322.7(b) "No plan shall require job search and work experience of participants to the exclusion of a range of activities to be offered to recipients." Activities allowed by state law include, but are not limited to, those listed below. Please indicate which of the following activities will be provided and identify any allowable activities that will not be provided. [Reference: WIC Section 10531(d) and WIC Section 11322.6]

- | | |
|--|--|
| <input checked="" type="checkbox"/> Unsubsidized employment | <input checked="" type="checkbox"/> Work study |
| <input checked="" type="checkbox"/> Subsidized private sector employment | <input checked="" type="checkbox"/> Self-employment |
| <input checked="" type="checkbox"/> Subsidized public sector employment | <input checked="" type="checkbox"/> Community service |
| <input checked="" type="checkbox"/> Work experience | <input checked="" type="checkbox"/> Job search and job readiness assistance |
| <input checked="" type="checkbox"/> On-the-job training | <input checked="" type="checkbox"/> Job skills training directly related to employment |
| <input checked="" type="checkbox"/> Grant-based on-the-job training | <input checked="" type="checkbox"/> Supported work |
| <input checked="" type="checkbox"/> Vocational education and training | <input checked="" type="checkbox"/> Transitional employment |
| <input checked="" type="checkbox"/> Education directly related to employment | <input checked="" type="checkbox"/> Other (list) |
| <input checked="" type="checkbox"/> Adult basic education (includes basic education, GED, and ESL) | |

The goal of the Kern County CalWORKs program is to move recipients of cash assistance quickly into unsubsidized employment. Achieving that goal will require assessing job readiness, providing services to obtain job readiness skills when necessary, and matching job ready applicants to available employment opportunities.

Achieving adequate job readiness for all CalWORKs recipients will require the greatest variety of welfare-to-work activities. To that end Kern County will provide the full range of welfare-to-work activities including but not limited to:

- Adult basic education (included basic education, GED, and ESL)
- Unsubsidized employment
- Subsidized private sector employment
- Subsidized public sector employment
- Work experience
- On-the-job training
- Grant based on-the-job training
- Vocational education and training
- Education directly related to employment
- Work study
- Self-employment
- Community service
- Job search and job readiness assistance
- Job skills directly related to employment
- Supported work
- Transitional employment
- Mental Health Services
- Substance Abuse services
- Domestic violence services
- Mentoring services
- Retention services
- Housing Authority Self-Sufficiency Program
- Lifeskills Services

**(e) SUBSTANCE ABUSE AND MENTAL HEALTH TREATMENT SERVICES -
AMENDED 01-16-98**

Plan for Substance Abuse Services

Briefly describe how the welfare department and the county alcohol and drug program will collaborate and utilize new funds available to ensure the effective delivery of substance abuse services. These funds should be used to maximize federal financial participation through Title XIX of the federal Social Security Act. If the county has determined who will provide substance abuse treatment services, please indicate the providers in the plan. If that decision has not been made, please provide CDSS an addendum to the county CalWORKs plan indicating the provider when determined. [Reference: WIC Section 11325.8]

☒ Certify that the county's substance abuse treatment services will include at least the following: evaluation, case management, substance abuse treatment, and employment counseling, and the provision of community service jobs.

Describe any additional services the county will provide. [Reference: WIC Section 11325.8]

PLAN FOR SUBSTANCE ABUSE SERVICES

The Department of Human Services will contract with the Kern County Mental Health Department to provide substance abuse services and intervention services to CalWORKs recipients. This system provides alcohol and drug treatment services to recipients whose substance abuse creates barriers to employment. The county will ensure, to the extent possible, that the services provided qualify for federal reimbursement of the non-state share of Medi-Cal costs. Services will reflect the County's commitment to the transition from welfare-to-work. Substance abuse treatment services shall include but not limited to the following:

- Screening
- Evaluation
- Case Management
- Substance Abuse treatment
- Employment Counseling
- Day program participation
- Residential Care participation
- Other appropriate services in conjunction with welfare-to-work activities including community service jobs.
- Use of welfare-to-work funds for the purpose of achieving employment for the population receiving substance abuse services.

Plan for Mental Health Services

Briefly describe how the welfare department and the county department of mental health will collaborate and utilize new funds available to provide effective mental health services. Counties should maximize federal financial participation to the extent possible in the provision of mental health services. [Reference: WIC Section 11325.7]

☒ Certify that the county will provide at least the following services: assessment, case management, treatment and rehabilitation services, identification of substance abuse problems, and a process for identifying individuals with severe mental disabilities.

Please describe any additional services the county will provide.

PLAN FOR MENTAL HEALTH SERVICES

The Department will contract with the County Mental Health Department, to provide mental health counseling and intervention services to CalWORKs recipients. The goal of these services is to provide recipients with the necessary treatment for mental or emotional health that may limit or impair their ability to transition from welfare-to-work. Services will be developed in manner consistent with the County's CalWORKs program goals. The County will ensure, to the extent possible, that the services provided qualify for federal reimbursement of the non-state share of Medi-Cal costs. Services will reflect the County's commitment to the transition from welfare-to-work. Mental health treatment services will include, but not limited to the following:

- Screening
- Evaluation
- Assessment
- Case Management
- Treatment and rehabilitation service
- Identification of substance abuse problems
- A process for identifying individuals with severe mental disabilities
- Use of welfare-to-work funds for the purpose of achieving employment for the population receiving mental health services.

(f) MENTAL HEALTH SERVICES AVAILABLE AFTER TIME LIMITS

Briefly describe the extent to which and the manner in which the county will make mental health services available to recipients who have exceeded the 18 or 24 month time limit. [References: WIC Section 10531(f) and WIC Section 11454]

It is the goal of Kern County to make available services to ensure the well being of CalWORKs families. To that end, CalWORKs recipients who have exceeded the 18 or 24 month time limit may continue to receive mental health services on a case by case basis to the extent those services are available through the Medi-Cal program .

(g) CHILD CARE AND TRANSPORTATION SERVICES-AMENDED 01-16-98**Child Care**

Please briefly describe how child care services will be provided to CalWORKs participants. This should include a description of how the county will provide child care for families transitioning from county funded providers to non-county funded providers of child care services. It should also indicate what criteria the county will use to determine, on a case-by-case basis, when parents who have primary responsibility for providing care to a child six months of age or younger, may be exempt from welfare-to-work participation. The exemption period must be at least twelve weeks and, at county discretion, can be increased to one year for the first child. The exemption period for subsequent children is twelve weeks, but may be increased to six months. Briefly describe the criteria the county will use to determine the period of time a parent or other relative will be exempt considering the availability of infant child care, local labor market conditions, and any other factors used by the county. Additionally, briefly describe how the county will ensure parents needing child care services can access the Resource and Referral Agency.

Child Care

Kern County will ensure CalWORKs recipients in need of child care have immediate access to the extent child care is available via a referral to the Kern County Superintendent of Schools, Community Connection for Child Care (CCCC), the Child Care Resource and Referral Agency in Kern County. The resource and referral service staff will be collocated with CalWORKs staff to facilitate access to child care information and services.

Kern County will perform Stage 1 child care services including but not limited to allowing personal choice in the selection of child care providers, performance of Trustline registration, the necessary health and safety requirements, and the issuance of payments to providers. Kern County is considering contracting out, as allowable by law, Stage 1, child care services to the Kern County Superintendent of Schools, Community Connection for Child Care (CCCC) Program.

The Kern County Superintendent of Schools, Community Connection for Child Care, the child care Alternate Payment program provider in Kern County, will perform Stage 2 and Stage 3 child care.

Welfare To Work Exemptions Based on Child Care

Certain CalWORKs recipients may be unable to participate in welfare-to-work activities due to the age of their children. The Department will review the child care needs of each recipient in need of child care services. In compliance with State law, the

exemption period will meet the statutory minimum with reductions to 12 weeks based on criteria including but not limited to child care availability, employment availability, transportation availability, and medical/health issues of the child as verified by a physician. Additionally extensions may be granted up to the maximum allowed by statute. On a case-by-case basis, each family's situation will be comprehensively reviewed for the availability of care and any special needs of the child as an integral part of the initial appraisal for participation in welfare-to-work services.

The length of each exemption shall be no less than 12 weeks, and will not exceed the statutory maximum. Individual length will be determined by an appraisal of individual barriers, the future availability of support services, and the potential of job readiness of the recipient.

The exemption period for CalWORKs recipients who subsequently have an additional child will be exempted from the program for 12 weeks with the above exemption criteria still applicable.

(h) COMMUNITY SERVICE PLAN-AMENDED 01-16-98

Briefly describe the county's plan for providing community service activities. This should include a description of the process the county will follow to determine where community services assignments will be located, and the agencies/entities that will be responsible for project development, fiscal administration, and case management services. If it is not known at this time, the county may provide the specific details of the Community Service Plan as an addendum. [References: WIC Section 11322.6 and WIC Section 11322.9]

Kern County plans to operate a community service plan for recipients as a welfare to work activity and for those that reach their time limits. The county will develop placements in collaboration with government and local public and private non-profit agencies for projects that support the betterment of the community.

The community service activities will be temporary and transitional in nature. These activities will prepare the recipient to enter the workforce. Efforts will be maintained to assist and encourage achieving unsubsidized employment while participating in the community service activity with the primary focus/goal being to become employed.

Kern County will utilize the current community service program used in the criminal justice system and the General Assistance program as the model for the plan and will submit an addendum to its CalWORKs plan when the specific details of the Community Service Plan are established.

(i) WORKING WITH VICTIMS OF DOMESTIC VIOLENCE - AMENDED 01-16-98

Briefly describe how the county will provide training for those county workers who will be responsible for working with CalWORKs recipients who are victims of domestic violence. [Reference: WIC Section 10531(i)]

Until regulations are adopted by California Department of Social Services in consultation with the Taskforce on Domestic Violence established by the Welfare-to-Work Act of 1997, the county will utilize other standards, procedures, and protocols for determining good cause to waive program requirements for victims of domestic violence for example those now used in the GAIN Program. [Reference: WIC Section 11495.15] Please describe the criteria that will be used by your county for this purpose and what approach the county would take to deal with recipients who are identified in this way.

Kern County recognizes and supports the need to protect victims of domestic violence while encouraging those victims to transition to self-sufficiency. Kern County will partner with the appropriate community agencies to establish procedures and protocols for the Domestic Violence exemption.

Pending the receipt of State regulations, Kern County will utilize standards, procedures, and protocols for determining good cause to waive program requirements that are now used in the GAIN Program in which staff are already trained.

Once State regulations are received, the Department will provide training to all staff. The level of training will vary depending on the responsibilities of the staff.

Kern County will file an addendum to the CalWORKs plan when details of the protocol are established.

(j) PERFORMANCE OUTCOMES TO MEET LOCALLY ESTABLISHED OBJECTIVES

Please indicate whether there were any local program outcome objectives identified during the CalWORKs plan development process and how the county proposes to track those outcomes. If the county develops alternative outcomes for the CalWORKs program during future collaborative efforts, please submit information on those measures as an addendum to the CalWORKs plan. [Reference: WIC Section 10542]

Kern County will meet the federal and state published outcomes for welfare reform, and is currently identifying and developing unique local outcomes. The local outcomes will be based on the ability to collect the appropriate data related to CalWORKs recipients. Some of the local outcomes will include, but are not limited to the following:

- Increase in the number of CalWORKs families going off aid due to earnings.
- Increase in child support payments and collections for CalWORKs children.
- Improve the condition of CalWORKs children in Kern County.
- Increase school attendance for CalWORKs children.
- Increase the immunization rates for CalWORKs children.

As outcomes are finalized, Kern County will submit an addendum to the CalWORKs plan.

PUBLIC INPUT TO THE COUNTY PLAN

Briefly describe the means the county used to obtain broad public input in the development of the CalWORKs plan. [Reference: WIC Section 10531(k)]

Kern County has obtained broad public input in the development of its CalWORKs plan. Input opportunities have included the following:

- Since the passing of the federal welfare reform legislation, the Department has conducted numerous public presentations and requests for input regarding welfare reform in addition to the creation and participation in the previously mentioned community work groups.
- In August 1997, after the passing of the CalWORKs legislation, the Department again performed numerous public presentations/input sessions to a wide variety of audiences with the purpose of receiving input in the development of its CalWORKs plan.
- Creation of a newsletter providing information and requesting input on welfare reform and CalWORKs.
- Implementation of a toll free Welfare Reform Information Hot Line for inquiries, suggestions, and comments.
- Creation of a speakers bureau with presentations provided to Chambers of Commerces, business groups, professional groups, advocacy groups, services organizations, schools, and community collaborative meetings.
- Radio and television public affairs shows and newscasts have aired in English and Spanish and articles have been published in local newspapers with the Welfare Reform Information Hot Line number was broadcast or published.
- Inserting welfare reform information with monthly warrants and status reports, including a client survey exploring awareness about welfare reform, client concerns, and perceptions about employment barriers.
- The Department's Internet Home Page provides welfare reform information, and invites input via an Email link and information on the toll free Welfare Reform Hot Line.
- At each meeting whether targeted to the general public, community groups, or recipients, a one page handout listing the toll free Welfare Reform Hot Line, the Welfare Reform Policy Development Division's FAX number, and spaces for

questions and comments so the handout could be dropped off at the meeting site, or mailed/faxed to the Department has been made available.

- In October 1997, the Department conducted a series of public meetings at different geographical locations within the county for the purpose of informing, educating, and receiving input from the public. The meeting dates and locations were as follows:
 - Ridgecrest, October 13, 1997, Burroughs High School Auditorium.
 - Lamont, October 14, 1997, David Head Center
 - Mojave, October 15, 1997, Kern County Department of Human Services
 - Taft, October 21, 1997, Taft Veteran's Hall
 - Wasco, October 22, 1997, Wasco Veteran's Hall
 - Lake Isabella, October 23, 1997, Lake Isabella Veteran's Hall/Senior Center
 - Bakersfield, October 27, 1997, Kern County Board of Supervisors Chambers. This meeting was telecasted live on Time Warner Cable Channel 16 and Cox Cable Channel 68.
 - Bakersfield, October 29, 1997, Veteran's Hall
- The Department established a ten day public comment period prior to the Board of Supervisors public hearing on the Kern County plan.
- The Board of Supervisors public hearing on the Kern County CalWORKs plan.

As the increasingly specific points of CalWORKs implementation are developed, Kern will continue to seek input from the broadest group possible using the aforementioned methods.

(I) SOURCE AND EXPENDITURES OF FUNDS

Provide a budget specifying your county's estimated expenditures and source of funds for the CalWORKs program on the forms provided (Attachment 2). Your budget should meet the requirement of WIC Section 15204.4 which specifies that each county shall expend an amount for these programs (administration and services) that, when combined with funds expended for the administration of food stamps, equals or exceeds the amount spent by that county for corresponding activities during the 1996/97 fiscal year. [Reference: WIC Section 10531(I)]

Refer to next two pages.

**County Plan Budget
1997/98 State Fiscal Year**

Section 1

| | Total | FCS | State General Fund | County Funds * | Other ** |
|---|------------|-----------|--------------------|----------------|----------|
| Food Stamp Administration (For County MOE Purposes) | 11,713,006 | 5,857,041 | 4,264,371 | 1,591,594 | 0 |

* When combined with food stamp administration, the total level of estimated county funds for CalWORKs administration and services should meet the requirement of Section 15204.4 of the W & I Code which specifies that counties expend an amount for these programs that, when combined with the amount expended for the administration of the food stamp program, equals or exceeds the amount expended for corresponding activities in 1996/97.

** If other sources of funding are being made available for an activity, please identify on a separate page.

**County Plan Budget
1997/98 State Fiscal Year**

Section 2

Note: The following categories are for informal purposes only and are not an indicator of specific claiming categories.

| | Total | TANF/State General Fund | CCDBG | Title XIX | County Funds* | Other** |
|--|------------|----------------------------|---------|-----------|------------------|--|
| TOTAL CalWORKs Admin & Services Items (A) thru (D) | 23,130,481 | 20,134,433 | 525,427 | 269,371 | 1,743,318 | 457,932 |
| (A) TOTAL CalWORKs Single Allocation Items (1) thru (7) | 18,735,696 | 16,466,951 | 525,427 | 0 | 1,743,318 | 0 |
| (1) Benefit Administration | 8,390,199 | 7,609,509 | 0 | 0 | 780,690 | 0 |
| (2) Program Integrity (Fraud) | 2,010,809 | 1,823,707 | 0 | 0 | 187,102 | 0 |
| (3) Staff Development/ Retraining | 147,331 | 133,622 | 0 | 0 | 13,709 | 0 |
| (4) Welfare to Work Activities | 5,697,901 | 5,167,723 | 0 | 0 | 530,178 | 0 |
| (5) Cal Learn | 1,448,578 | 1,313,791 | 0 | 0 | 134,787 | 0 |
| (6) Child Care 1 st half of 1997/98 | 1,040,878 | 418,599 | 525,427 | 0 | 96,852 | 0 |
| (7) Other Activities*** | 0 | 0 | 0 | 0 | 0 | 0 |
| (B) Child Care - 2 nd half of 1997/98 | 3,074,865 | 3,074,865 | 0 | 0 | 0 | 0 |
| (C) Mental Health Treatment | 538,742 | 269,371 | 0 | 269,371 | 0 | 0 |
| (D) Substance Abuse Treatment | 781,178 | 323,246 | 0 | 0 | 0 | 457,932 Dept. Of Alcohol & Drug Program (ADP) |

* When combined with food stamp administration, the total level of estimated county funds for CalWORKs administration and services should meet the requirement of Section 15204.4 of the W & I Code which specified that counties expend an amount for these programs that, when combined with the amount expended for the administration of the food stamp program, equals or exceeds the amount expended for corresponding activities in 1996/97.

** If other sources of funding are being made available for an activity, please identify on a separate page.

*** Please identify "other activities" on a separate page.

(m) ASSISTING FAMILIES TRANSITIONING OFF AID

Please describe how the county will work with families transitioning off aid. The description should include (1) assistance for those individuals who transition off aid due to time limits, and (2) those who leave aid due to employment. [Reference: WIC Section 10531(m)]

Kern County recognizes the importance of a successful transition from welfare-to-work and will provide services for those individuals who transition off aid due to time limits and those who transition off aid due to employment.

Transitional Services due to Employment:

Success in employment is critical to families transitioning from CalWORKs due to employment. As a way to promote each family's success, Kern County will provide retention services. By remaining off CalWORKs the family's success is also the Department's success.

Services will begin when the CalWORKs recipient's aid is discontinued due to employment.

The Department is working closely with the BAT in the development of retention services in order to implement a employer friendly system of services.

Kern County will submit an addendum to the county plan when the detail of the program is developed.

Transitional Assistance Due to Time Limits:

- Employment services through the One- Stop Employment Center and the Job 1st Centers
- Medi-Cal Only assistance
- Food Stamp Assistance
- Community Resource information through the Resource and Referral Centers.
- Use of faith-based organizations and non-profit organizations safety net services.

(n) JOB CREATION

Please describe the efforts that have been undertaken, or that the county plans to pursue, relating to the job creation plan described in Chapter 1.12 (commencing with Section 15365.50) of Part 6.7 of Division 3 of Title 2 of the Government Code.

**

Kern County is currently developing, with the appropriate community partners, the following job creation efforts:

- Formation of the Economic Development Advisory Team and the issuance of a Request for Proposal for the development of a Kern County Economic Development Strategy which will include an economic base analysis, identification of emerging and transforming business clusters, and a comprehensive implementation strategy.
- Close interaction with the business sector regarding job creation via the Business Advisory Team.
- Application for the Trade and Commerce Agency's Job Creation Investment Fund.
- Close interaction with the Kern Economic Development Corporation regarding job creation and funding specific job creation activities.
- Collaborating with the Bakersfield College Small Business Development Center regarding incentives, training , and other services for micro-enterprise opportunities.
- In collaboration with Bakersfield College, Community Connection for Child Care, Employers Training Resource, and Stella Hills School, the Department has been awarded a Job Training Partnership Act grant to train and license AFDC/CalWORKs recipients as child care providers.

(o) OTHER ELEMENTS

Pilot projects: Please include a description of any pilot projects that the county may wish to pursue and submit a separate proposal for, as part of its CalWORKs Program. Should the county later determine an interest in a pilot proposal, this information could be submitted as an addendum to the County Plan.

Kern County is currently considering many alternatives for maximizing the success of CalWORKs. As decisions are reached an addendum to the CalWORKs plan will be submitted.

(p) COMPLIANCE WITH REQUIREMENTS OF CalWORKs-AMENDED 01-16-98

Under CalWORKs counties are required to enroll single parent families in welfare-to-work activities for a minimum of 20 hours per week beginning January 1, 1998, 26 hours per week beginning July 1, 1998, and 32 hours per week beginning July 1, 1999. [Reference: WIC Section 11322.8(a)]

Prior to July 1, 1999, counties have the option to require adults in single-parent assistance units to participate up to 32 hours per week. Does your county intend to exercise that option? [Reference: WIC Section 11322.8(a)]

Kern County chooses to exercise the option to require enrollment of single parent families in welfare-to-work activities for a minimum 32 hours beginning January 1998 with exemptions specific to the family circumstances. Exception criteria will include, but not limited to employment availability, training availability, education availability, child care availability, and transportation availability.

(q) INTERACTION WITH AMERICAN INDIAN TRIBES

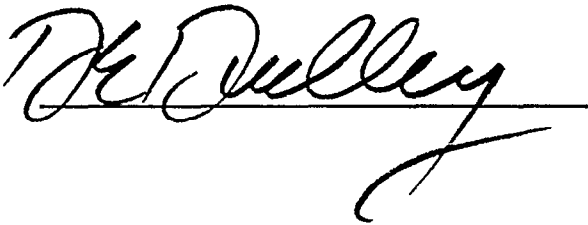
Please describe the discussions that have occurred with respect to administration for the federally recognized American Indian Tribes located within your county. This should include whether the county will administer the program, whether the tribes will administer their own approved tribal TANF program, or whether there will be joint county/tribal administration. [Reference: WIC Section 10553.2]

There are no federally recognized American Indian Tribes located in Kern County.

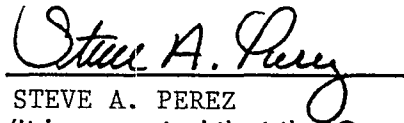
CERTIFICATION

THIS PLAN HAS BEEN DEVELOPED IN ACCORDANCE WITH THE APPROPRIATE FEDERAL, STATE AND COUNTY LAWS AND REGULATIONS. THE TERMS OF THIS PLAN, INCLUDING ALL CERTIFICATIONS WITHIN THIS PLAN, AND ALL APPLICABLE LAWS AND REGULATIONS WILL BE FOLLOWED DURING THE IMPLEMENTATION AND EXECUTION OF THIS PLAN.

County Welfare Department Director's
Signature

A handwritten signature in cursive script, appearing to read "D. J. Dullery", written over a horizontal line.

Chairperson of the Board of Supervisors
Signature COUNTY OF KERN

A handwritten signature in cursive script, appearing to read "Steve A. Perez", written over a horizontal line.

STEVE A. PEREZ

(It is expected that the County Board of Supervisors will take a formal action to approve this plan.)